

SECRET**PERIODIC REPORTS REQUIRED FROM FIELD INSTALLATIONS
(ADMINISTRATIVE)**

<u>REPORT</u>	<u>WHEN SUBMITTED</u>	<u>BY WHOM</u>	<u>PURPOSE</u>	<u>AUTHORITY</u>
<u>MEDICAL:</u>				
1. Summary Report of Medical Activity	Monthly	Only stations to which physicians are attached	For Medical Office information and action where appropriate	Requested by Medical Office
<u>SECURITY:</u>				
1. Report of Security Activity	Monthly	25X1A6a [REDACTED]	For Security Office information and action where appropriate	Requested by Security Office
<u>COMPTROLLER:</u>				
1. Summary Accounting	Monthly	Finance officer, designated custodian or chief of station where there is no custodian	Basic document for recording in central records status of Agency assets and use of funds	25X1A [REDACTED]
2. Report on Status of Obligations and Allotments	Monthly	Finance Officer, designated custodian or chief of station where there is no custodian 25X1A6a	Report required for use of Area Divisions as a basic document for a summary report to the Finance Division	25X1A [REDACTED] in process 25X1A
3. Trial Balance, supporting Schedules and Summary Cost Report - (Dollar Value of Property)	Monthly	Finance officer at [REDACTED] Supply Depot only	To centralize records in connection with the financial control over the receipt, inventory and use of property	[REDACTED] in process
4. Cabled Month-end Cash Inventory	Monthly	Finance officer, designated custodian or chief of station where there is no custodian	Establishes cash position and used to establish currency requirements to prompt fund all field installations	25X1A [REDACTED]

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| 5. Notification of Transfer of Funds Accounts | Whenever funds or accountability transferred | Finance Officer, designated custodian or chief of station where there is no custodian | Document to effect transfers of accountability between stations and/or Washington |
| 6. Changes in Foreign Currency | Infrequent - only when major changes occur | Finance officer, designated custodian or chief of station where there is no custodian | To be preserved of invalidations of currencies, new issues or recall and devaluation of foreign currencies |
| 7. Notification of Arrivals - Dispatch | As employees or dependents arrive at post | Station admin personnel | Basic document to support payment of salary differential, living allowance or separation allowance; also required by Personnel Office |
| 8. Field Duty Status and Overtime Reports | Each four-week pay period | Finance officer, designated custodian or chief of station where there is no custodian; in addition each employee must complete and sign his report | To support headquarters payroll of field personnel and establishes the right of an employee to his pay |
| 9. Transfer and Clearance Sheet | Immediately following departure of an employee from his post on PCS or home leave | Finance officer, designated custodian or chief of station where there is no custodian | Furnish pay, travel and advance of funds data necessary to settle with employee |

LOGISTICS:

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| 1. Stock Status Report | Monthly and quarterly | Logistics officer at Field Depots only | To show balances of all material (with some exceptions) on hand, issues made and stock levels |
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2. Receipts From ODEARL	Monthly	All stations and depots who receive material from ODEARL to be paid for in Washington	Necessary to support and effect payment to ODEARL by Washington
3. Report of Exchange Commodities	Quarterly - and then only when Area Division at headquarters requests it	Any station directed by headquarters	For operational use to review status and use of exchange commodities
4. Property In Use	Semi-annually	Accountable activities only	For review and control of property issued on memorandum receipt
5. Report of Excess Material	Whenever deemed necessary	All stations	For disposition instructions from headquarters for all material no longer required by the station, except unserviceable, non-repairable material
6. Foreign Real Property Report	At the time of each real property transaction	All stations	For control and information of all real property occupied abroad

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